Setting up and Administering Montana Science Assessments

OPI DATA AND ASSESSMENT "ASSIST" CONFERENCE

JANUARY 13-14,2020

Presented by
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Jennifer Strittmatter



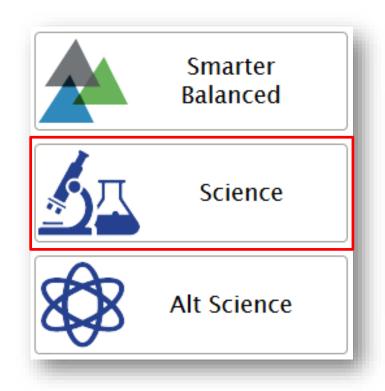
Objectives

After viewing this presentation, you should be able to:

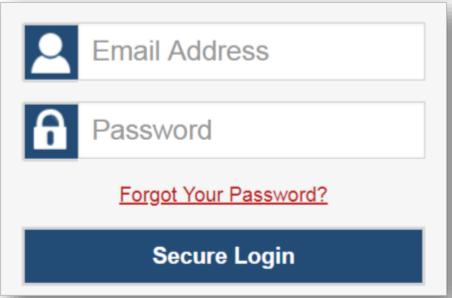
- Use the TA Interface to start and run a test session
- Review student test settings and accessibility resources
- Monitor the testing process
- Pause and stop a test session
- Transfer sessions between computers and mobile devices
- Print test session information
- Understand the student login process
- Understand basic navigation of the student interface



Logging in to the TA Interface

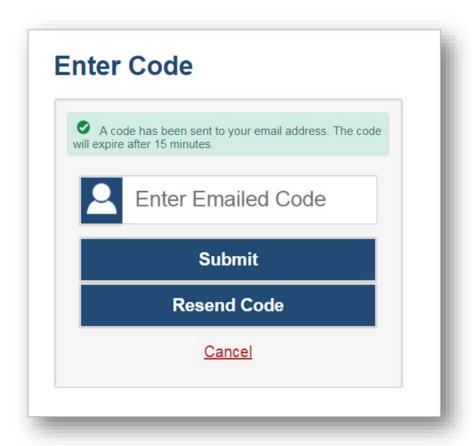








Logging in to the TA Interface (continued)



- The system has an authentication process that will be triggered when you log in from a different device or browser, or after clearing your browser's cache.
- If you see this screen, an email containing the code will have automatically been sent to your email address.
- Enter the code and click Submit.
- If you need the code resent, click Resend
 Code.



Online TA Certification Course

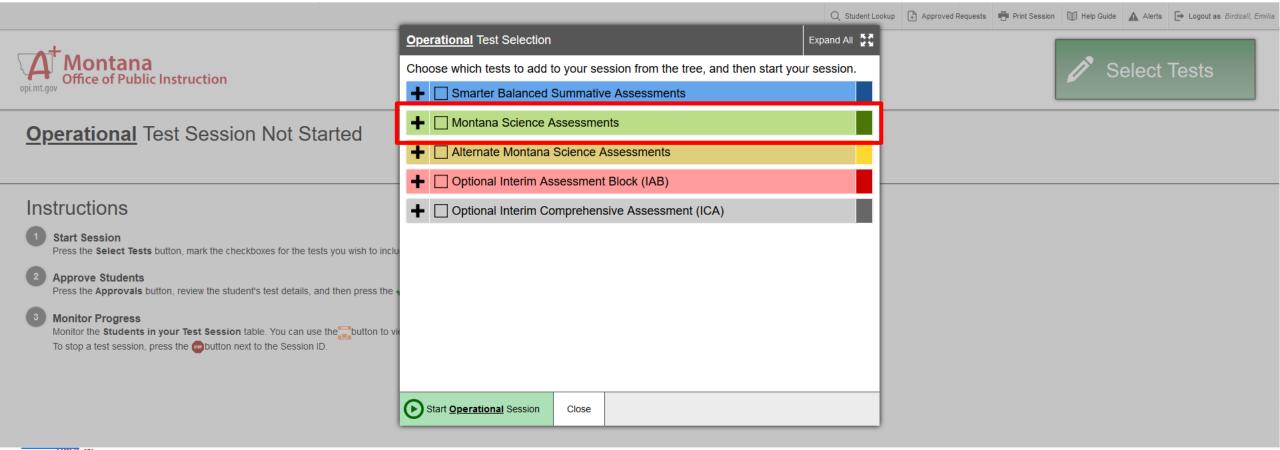
- Required to create a test session in TDS
- Specific to each email account
- Same course for SBAC, MSA, AMSA





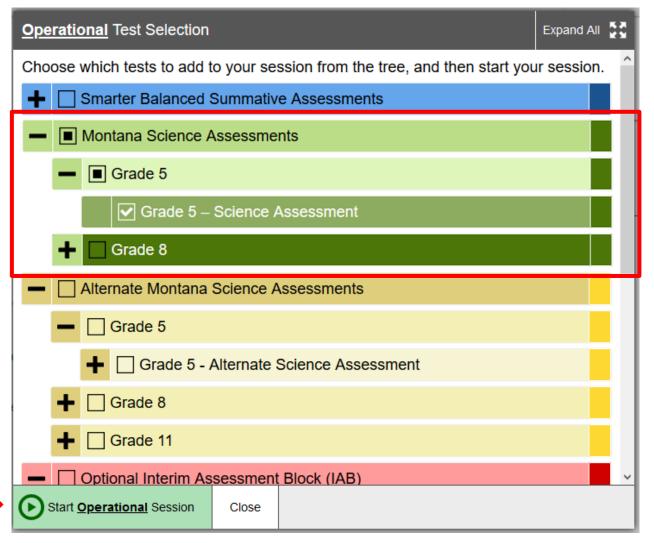
Create a Test Session

Test Selection Window





Create a Test Session – Test Selection





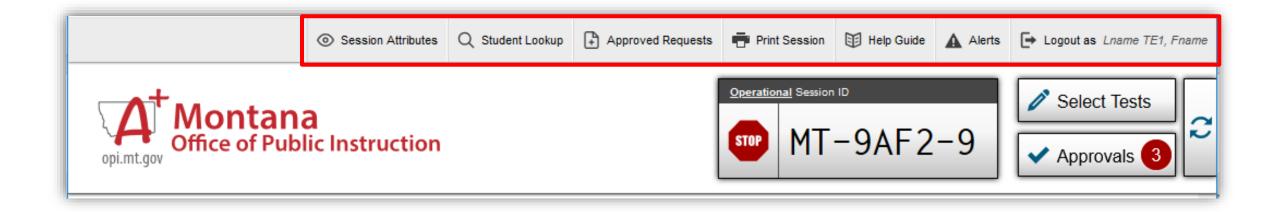


TA Interface: Session ID



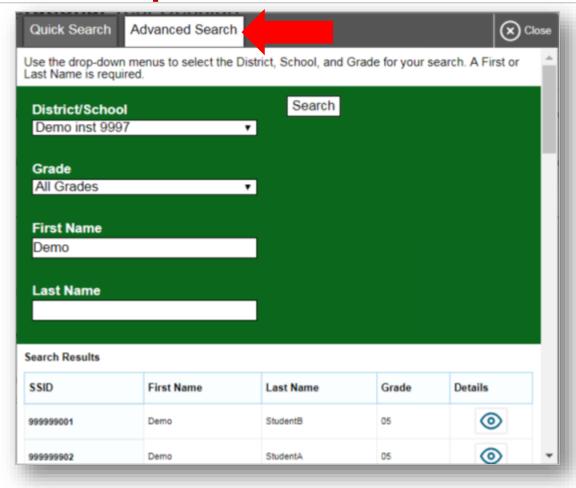


TA Interface: Banner



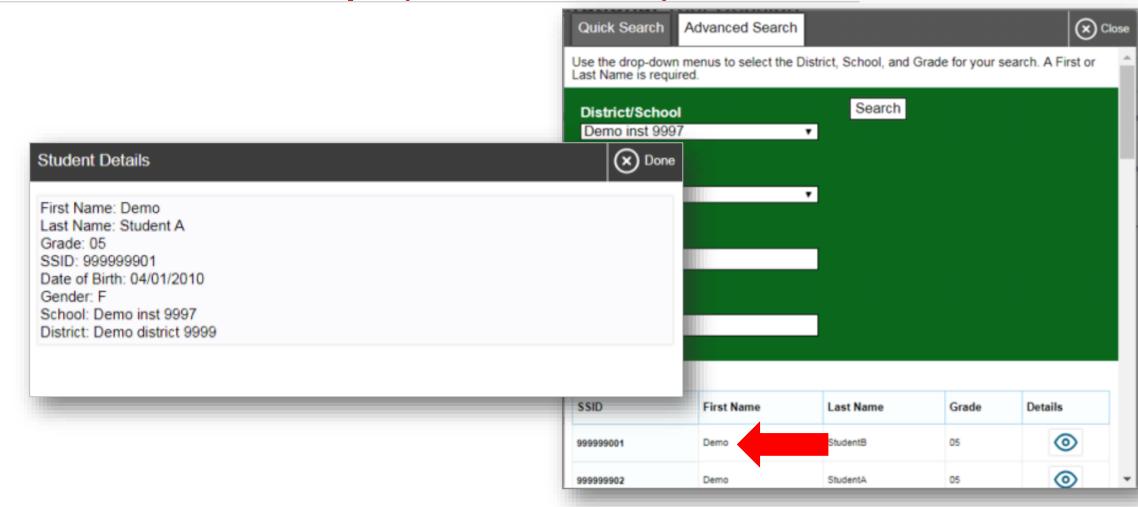


Student Lookup



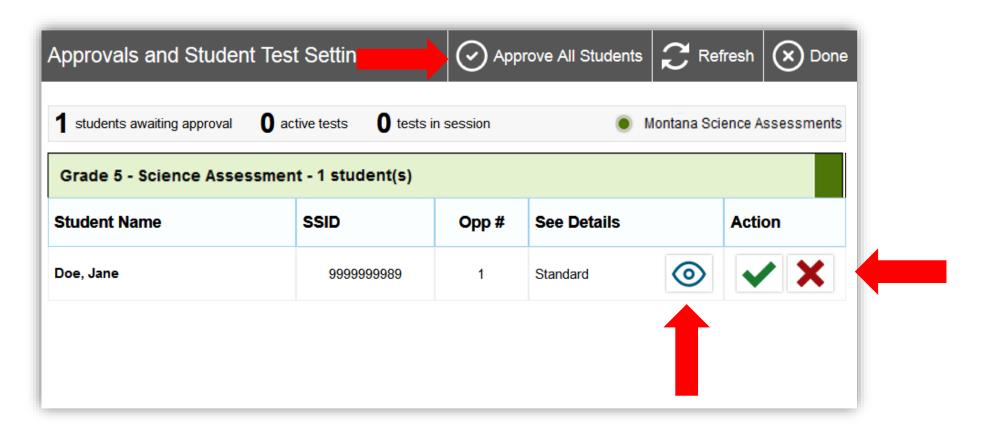


Student Lookup (continued)





Approving Student Entry





Denying Student Entry

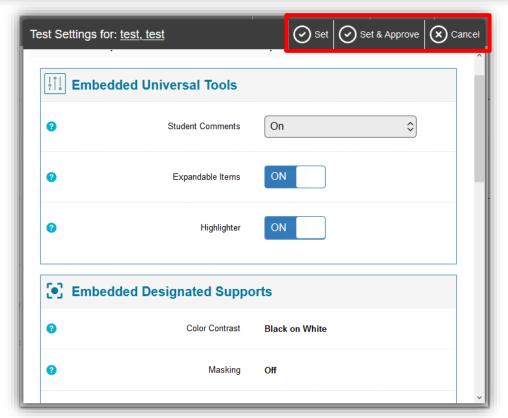


- Deny entry to a test session in these circumstances:
- The student is not supposed to enter this session.
- The student's demographic information is incorrect.
- The student's required accommodations are incorrect.



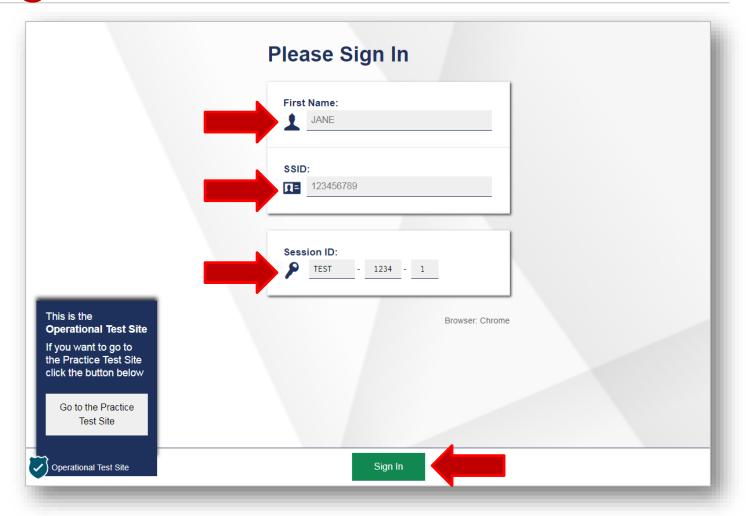
Review/Edit Student Test Settings







Logging into Student Interface



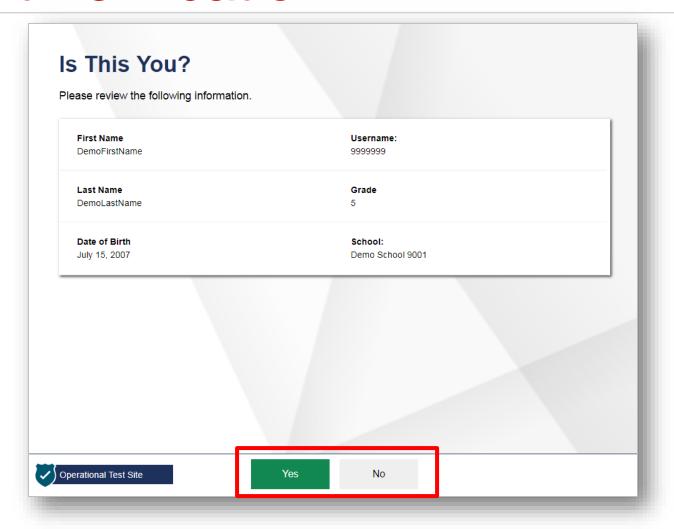


Student Login Errors

Issue	Error Message	What to Do
Student first name and SSID do not exactly match what is in the system.	Please check that your information is entered correctly. If you need help, ask your Test Administrator.	Verify that the student has entered the correct first name and exact SSID. You may need to use the Student Lookup Tool, which is located in the Test Administrator Interface, to verify that the student is in the system.
Student enters the session ID incorrectly.	The session is not available for testing.	Verify that the student has entered the correct session ID with no extra spaces or characters.
Student enters a session ID for an incorrect or expired session.	Session has expired.	Ensure that the student enters the correct session ID for the current session. If this does not work, verify that your session is open using the Test Administrator interface.
One person (either the TA or the student) is using the Operational Test Administration Site, and the other is using the Practice Site.	The session is not available for testing.	If taking a practice test, make sure that you and the student are both on the Practice Site. If taking an operational test, make sure that the student is using the Secure Browser and you are using the Operational Test Administration Site.

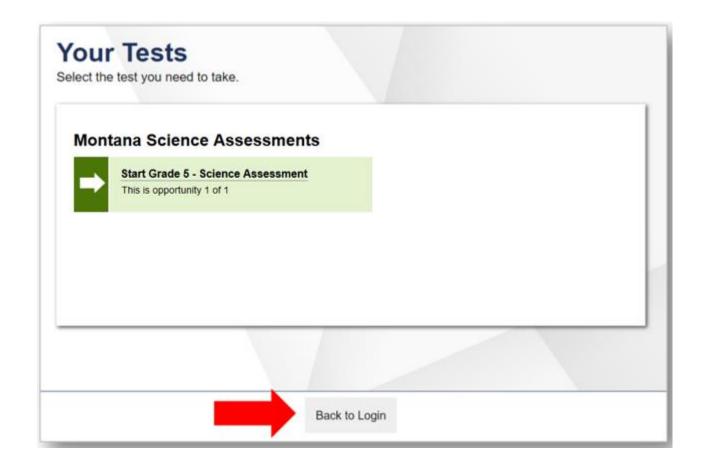


Student Verification



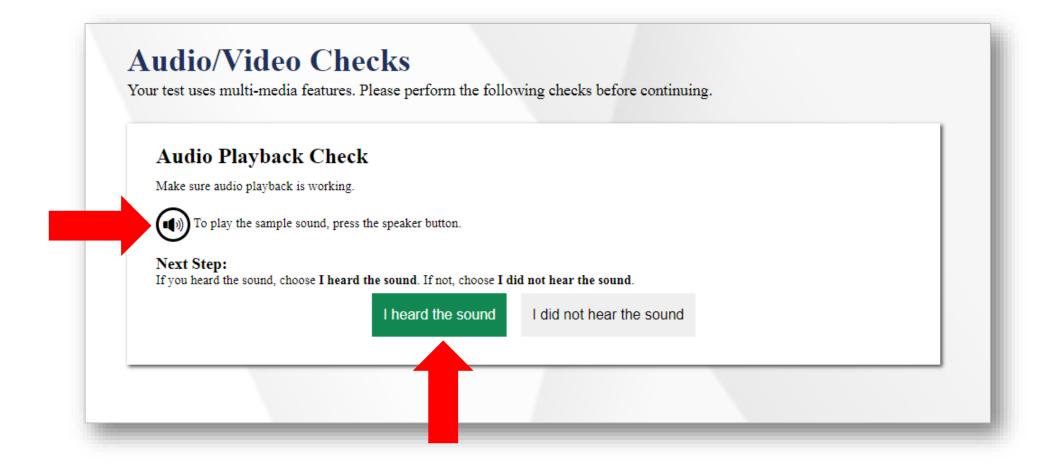


Student Test Selection





Student Audio Playback Check





Student Video Playback Check





Make sure audio playback is working.

Make sure video and audio playback are working. To play the sample video and sound, press the play button.

Next Step:

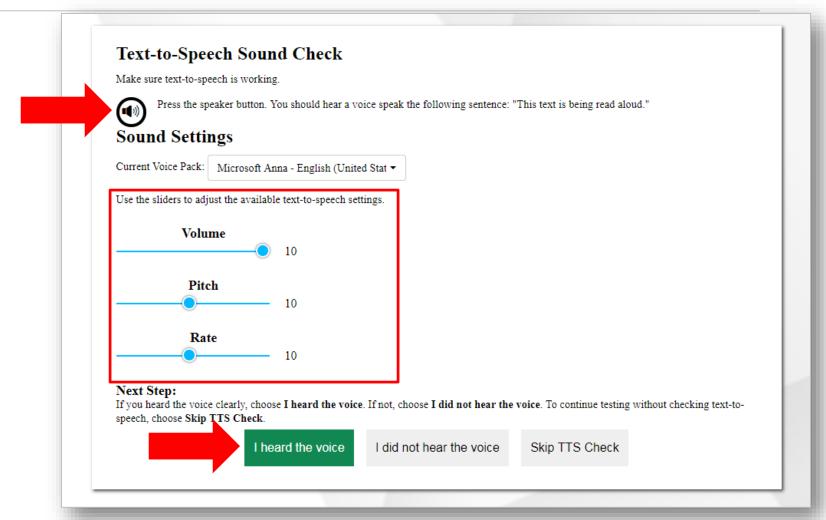
If you were able to play the video and its sound, choose I could play the video and sound. If not, choose I could not play the video or sound.

I could play the video and sound

I could not play the video or sound

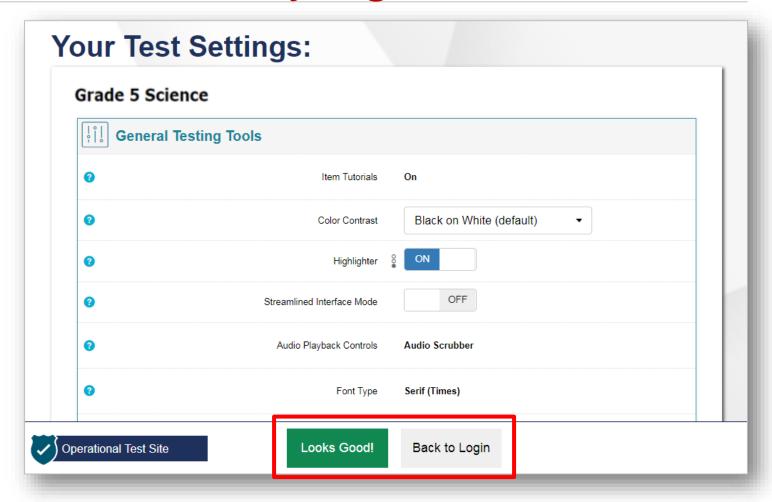


Student Audio/Video Checks



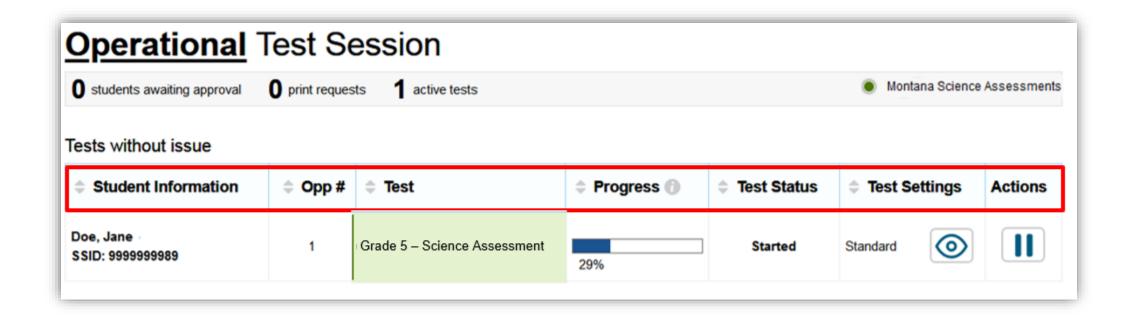


Student Verifying Test Information



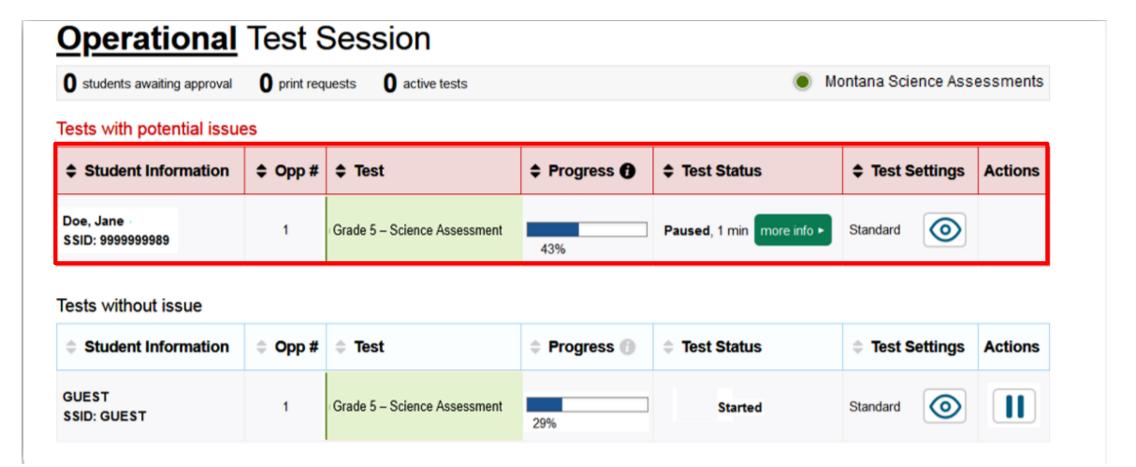


TA Monitoring Student Status



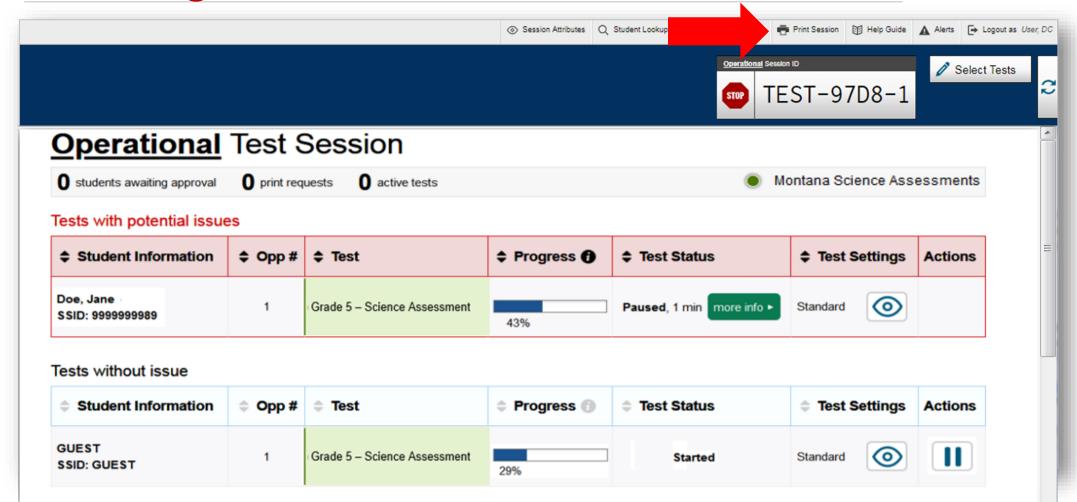


Test with Potential Issues Table



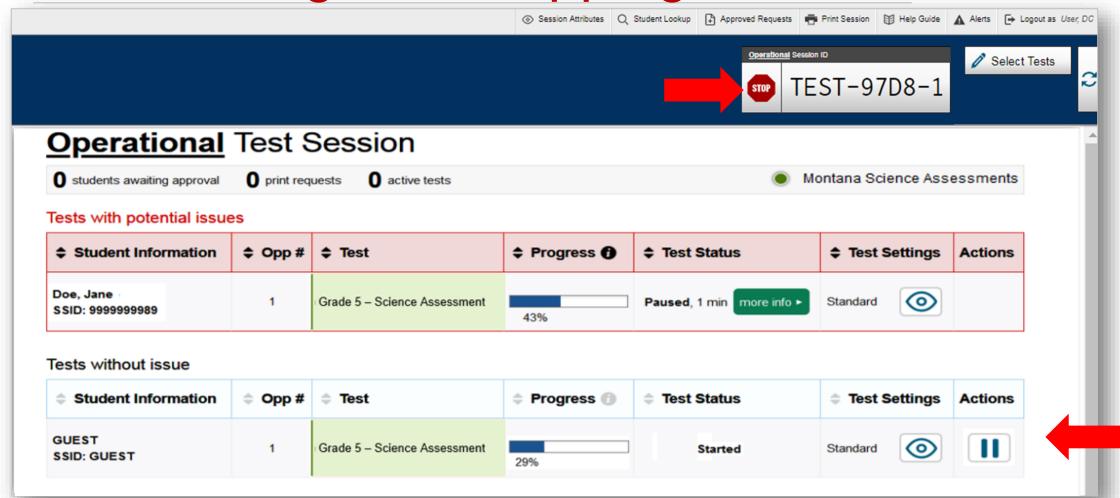


Printing Test Session Information

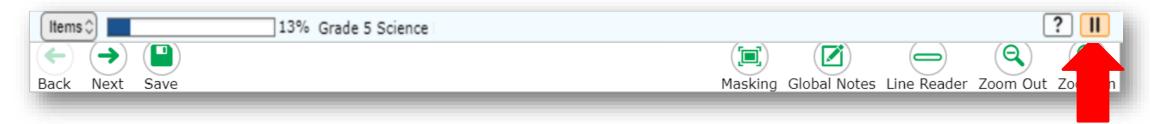


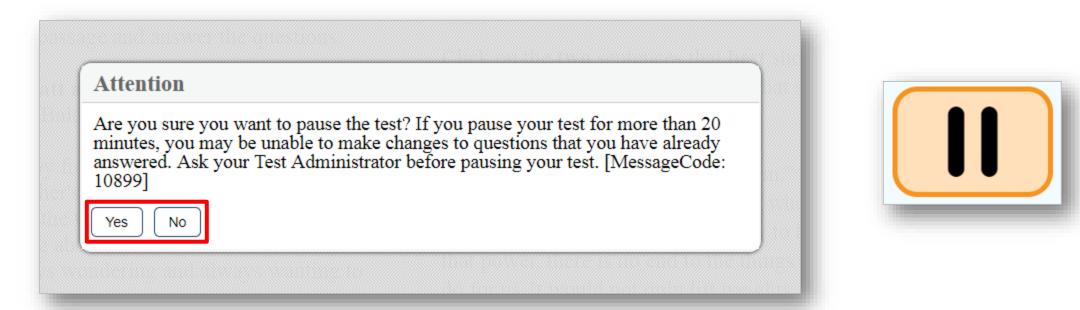


TA: Pausing and Stopping Sessions



Student: Test Pause







Test Pause Rules

- For Montana Science Tests that have been paused for less than 20 minutes, students returning from a break in testing can revisit any items in the current test segment and change their answers if desired.
- If a student pauses the test for more than 20 minutes, he or she will not be able to return to the questions that he or she previously answered. If a student pauses on a page that contains multiple questions, he or she will be able to return to the same page and respond to the remaining questions even after the 20-minute pause.



Test Timeout

Test Timeout Due to Inactivity

- As a security measure, after 20 minutes of test inactivity, students are logged out and their tests are paused automatically.
- Inactivity is determined by whether the student is interacting with the test by selecting answers
 or using navigation tools. Clicking an empty space on the screen is not considered activity.
- Students will receive a warning message prior to being logged out and must click **OK** on the pop-up message within 60 seconds in order to avoid automatic logout and pausing of their test.

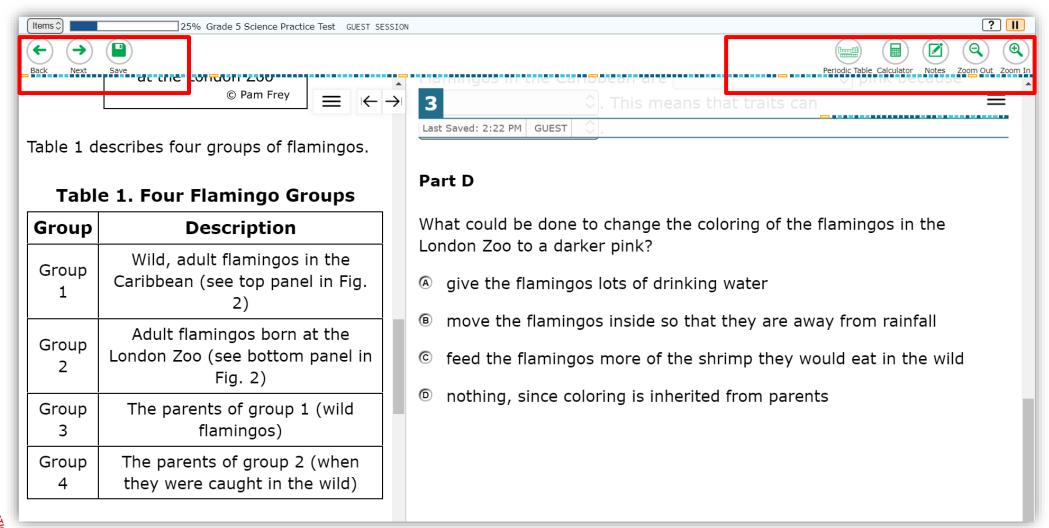
• If a student's test is paused due to inactivity, the same rules apply as when the student

intentionally pauses the test.



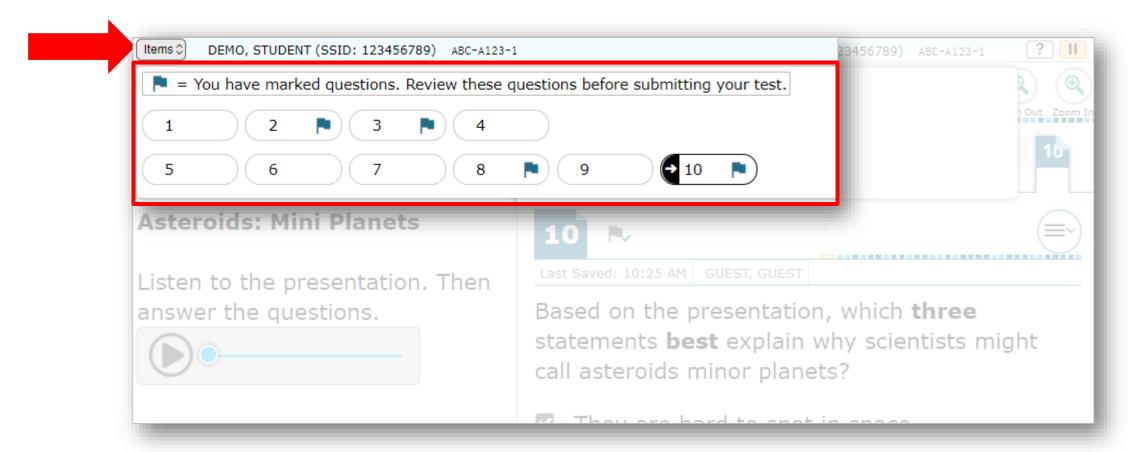


Global Menu





Items Drop-Down Menu

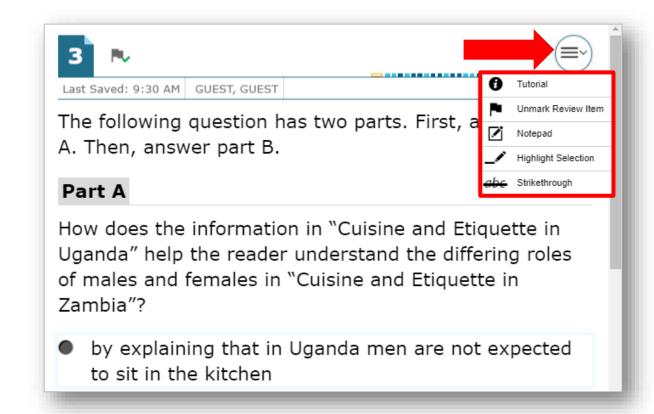




Context Menus

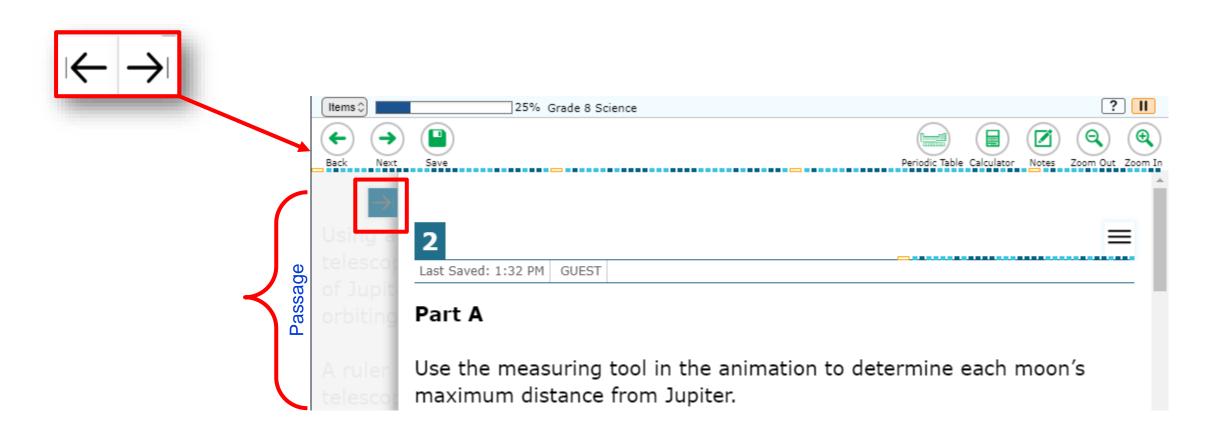
Context menus allow students to:

- Mark items for review
- View item tutorials
- Send print requests to the TA (if available)
- Access additional features depending on test settings and item types



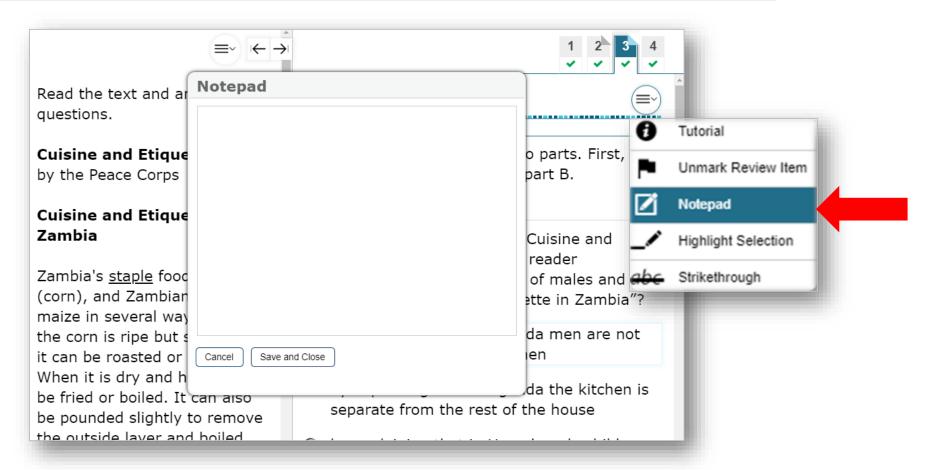


Universal Tools: Expandable Items



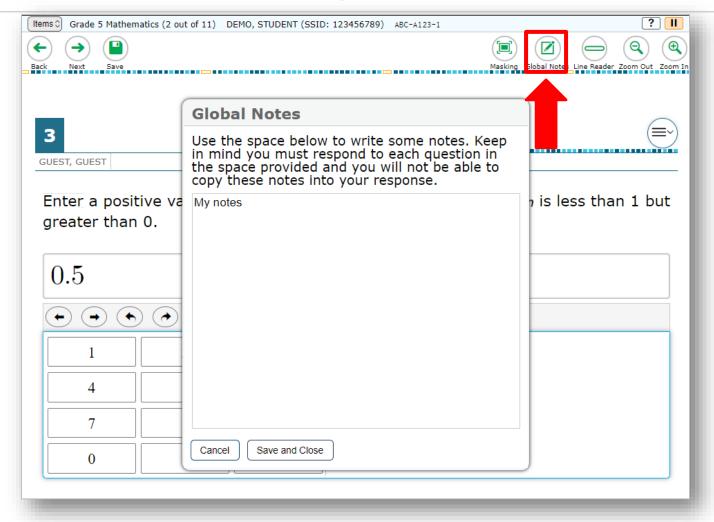


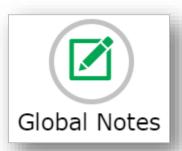
Universal Tools: Notepad





Universal Tools: Global Notes



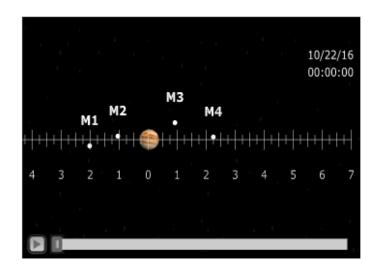




Universal Tools: Highlighter

Using a low-powered telescope, you can see four of Jupiter's closest moons orbiting the planet.

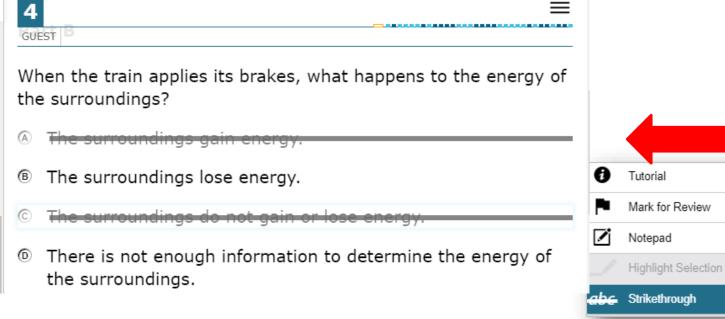
A ruler on the lens of the telescope is used to take measurements in centimeters. The animation shows the movements of the moons and Jupiter over the course of several days. Only part of the telescopy view is shown. Click on the small gray arrow at the bottom left of the picture to begin the animation.





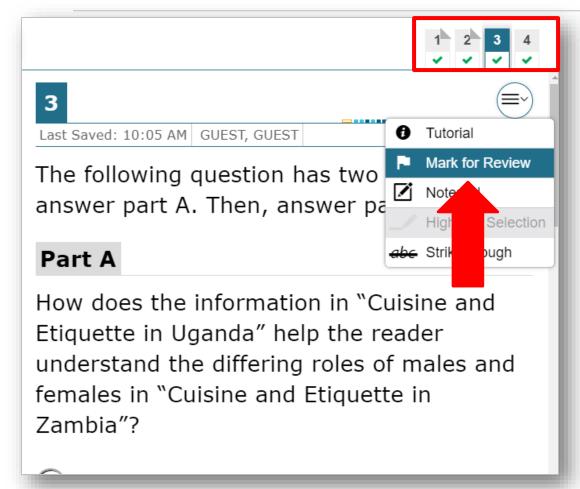
Universal Tools: Strikethrough

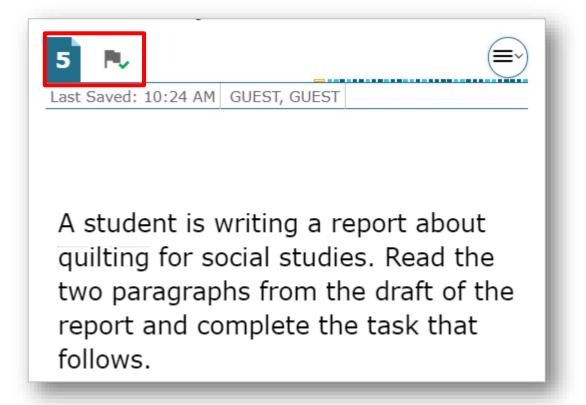
Before Brakes Are Applied	Afte ≡ ← Brakes Applied	\rightarrow
No sparks	Sparks fly off the wheels and brake pads	
Brake pads make no sound	Brake pads make sound	ļ
Brake pads are cold	Brake pads are hot	





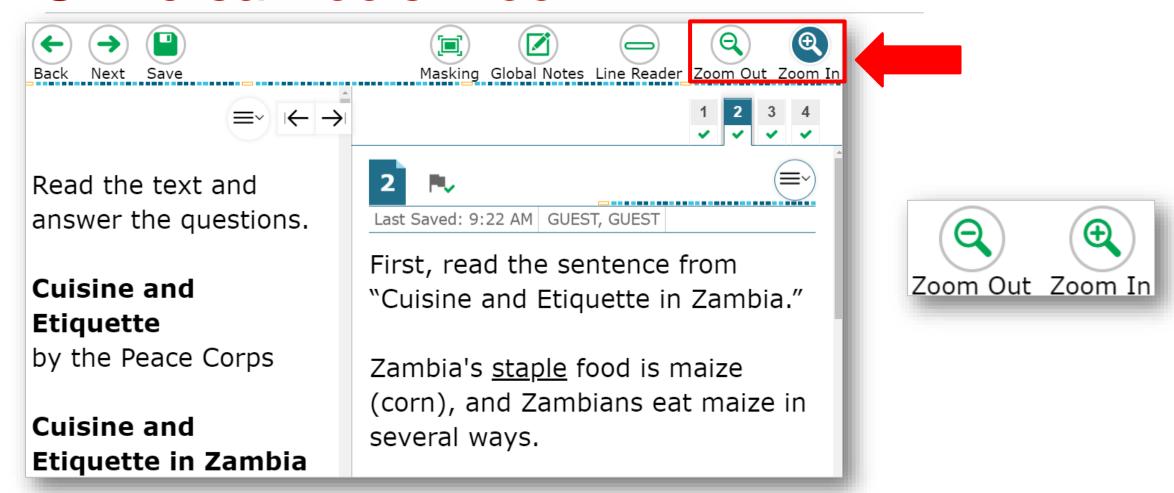
Universal Tools: Mark for Review





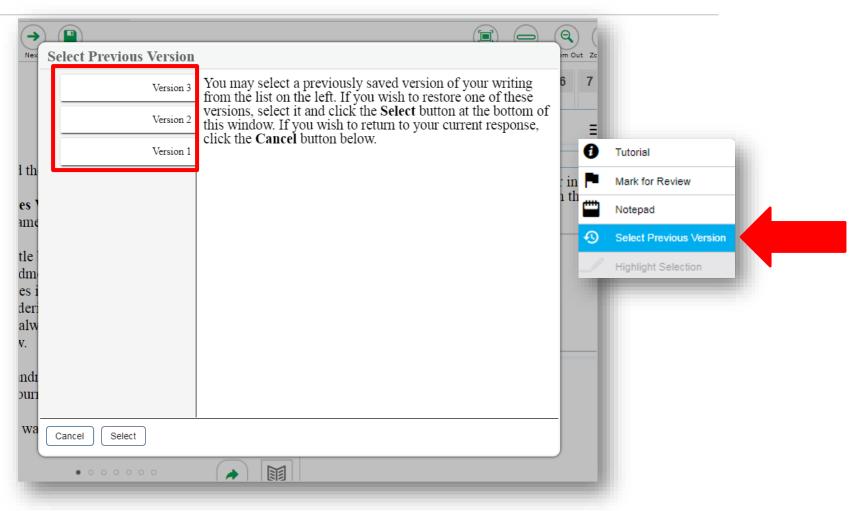


Universal Tools: Zoom



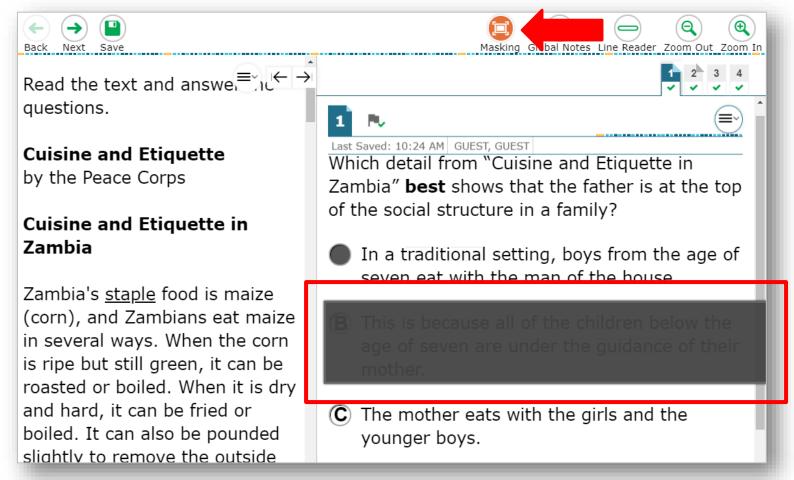


Universal Tools: Select Previous Version





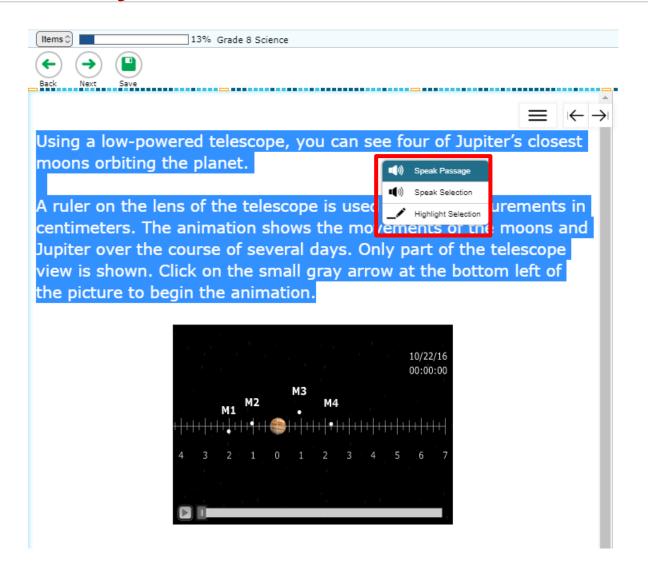
Accessibility Resources: Masking





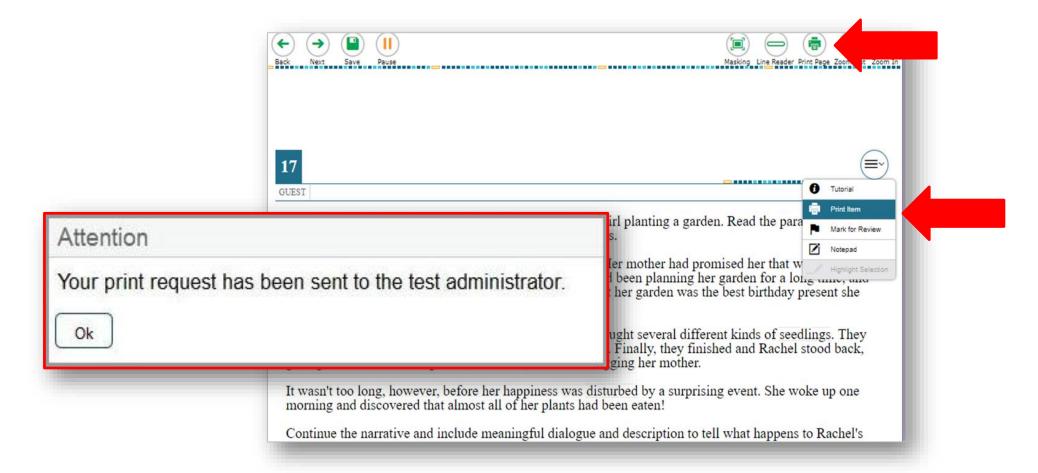


Accessibility Resources: Text-to-Speech



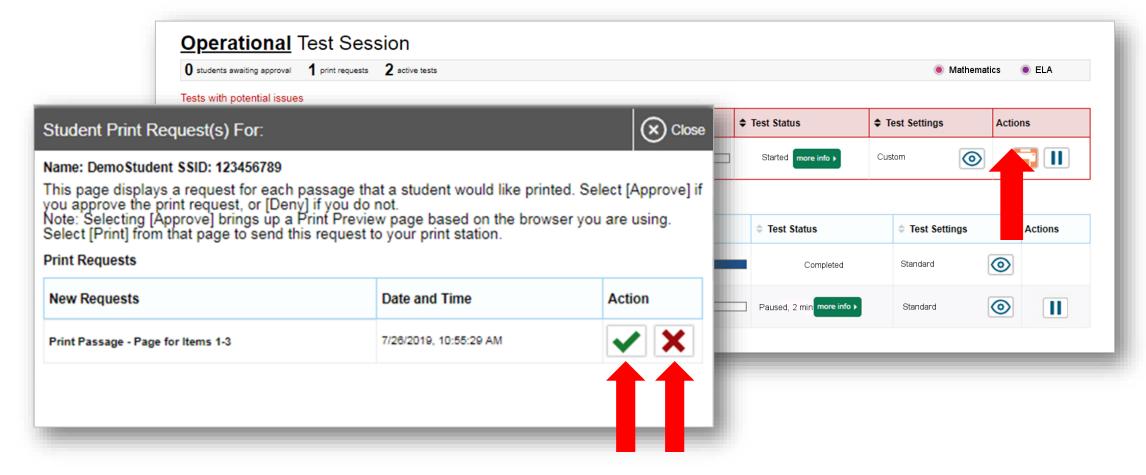


Accessibility Resources: Print on Request



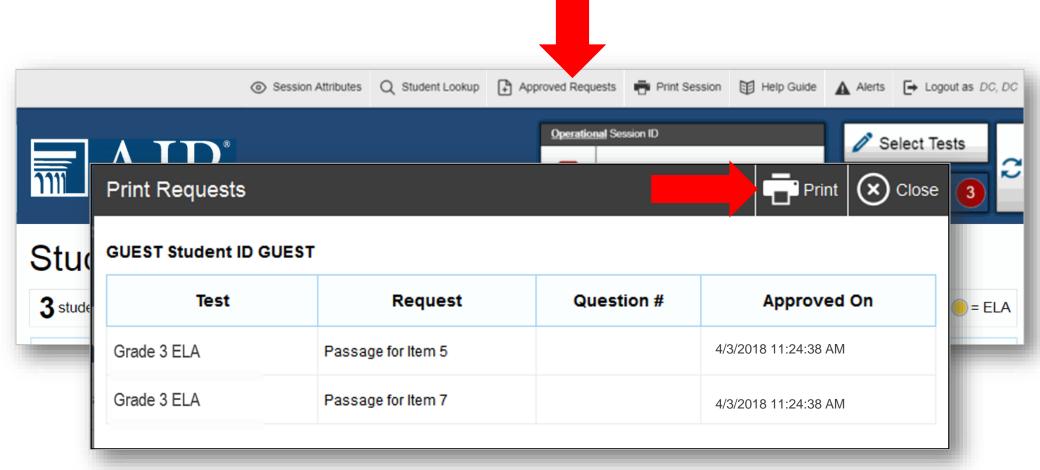


TA Interface: Print on Request



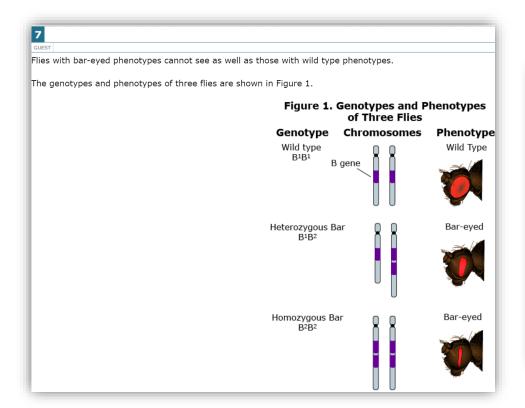


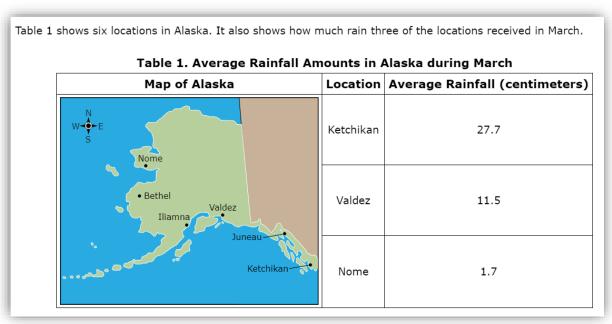
TA Interface: Approved Requests





Test Items: Figures & Tables





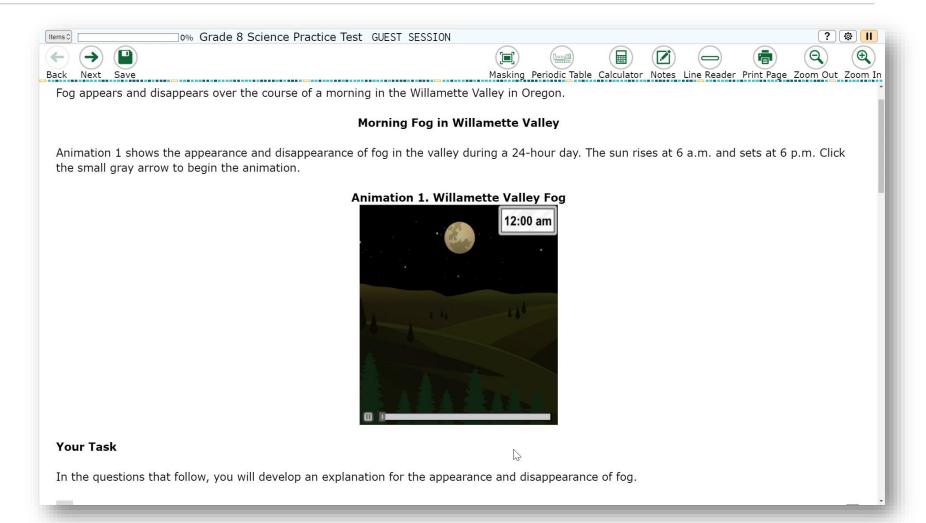


Test Items: Video Playback





Test Items: Animation



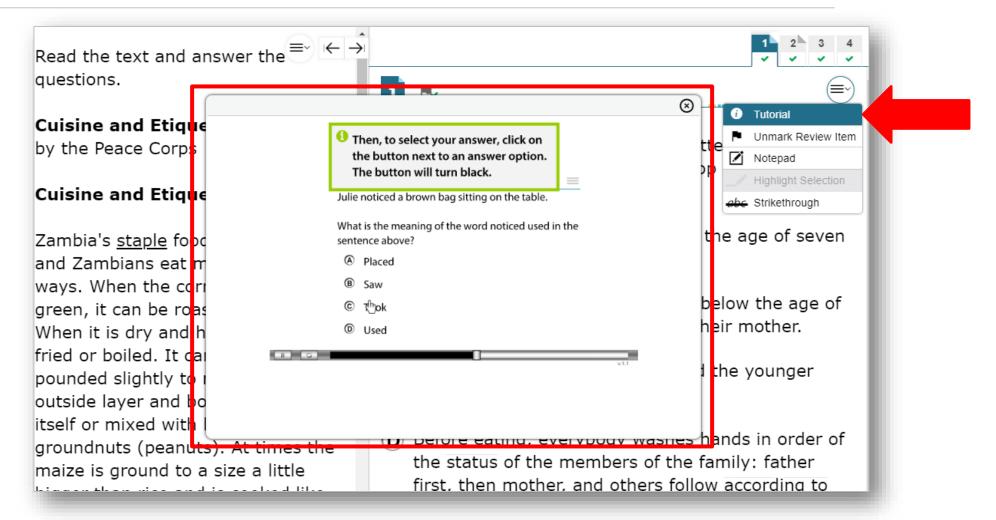


Test Items: Simulations

Use the simulation to determine the hardness of the unknown minerals. First, select a Tool to scratch the unknown mineral sample. Next, select a Mineral to test. Then click Run Trial to see your results. • You are only allowed to submit four trials. All four trials will be scored. Tool (Chalk Mineral to Test (Mineral A Mineral A Mineral B Mineral C Run Trial Trial Number Tool Mineral Does the Tool Scratch the Crystal? Chalk Mineral A no

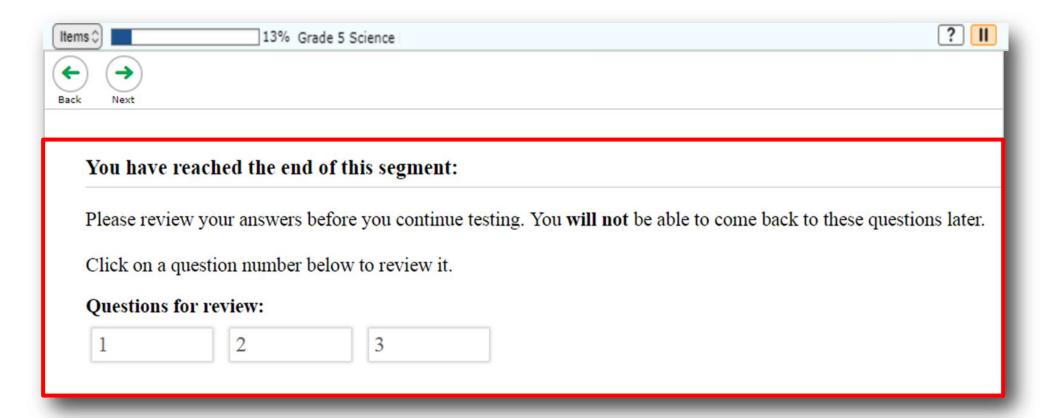


Item Tutorial



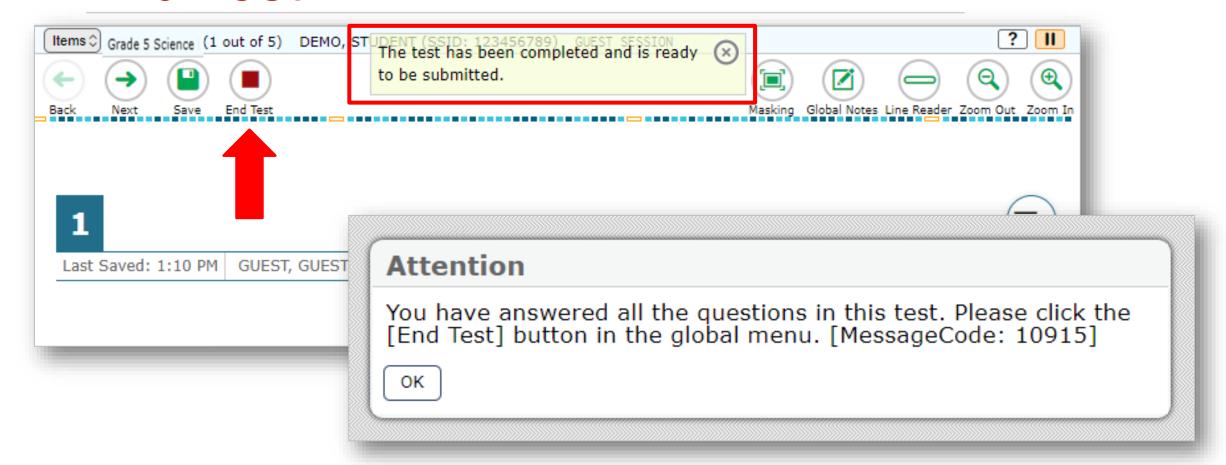


End of Segment



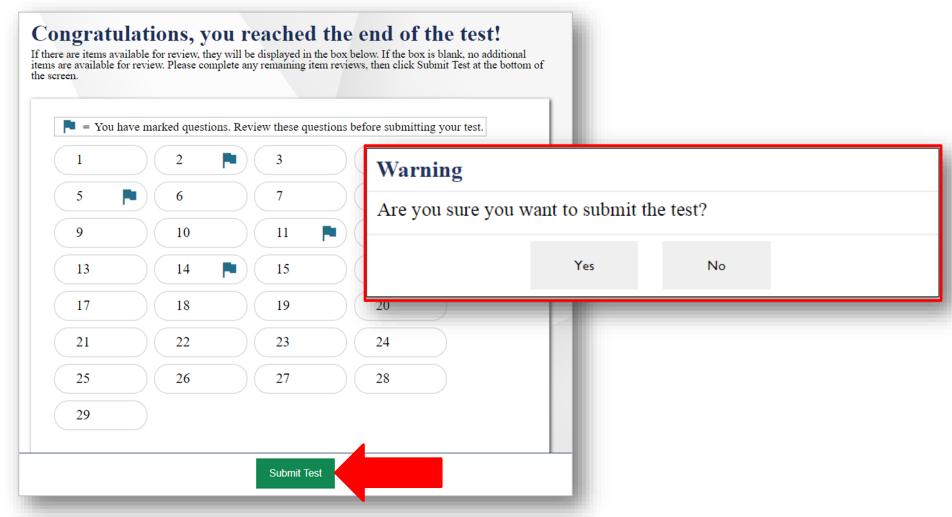


End Test



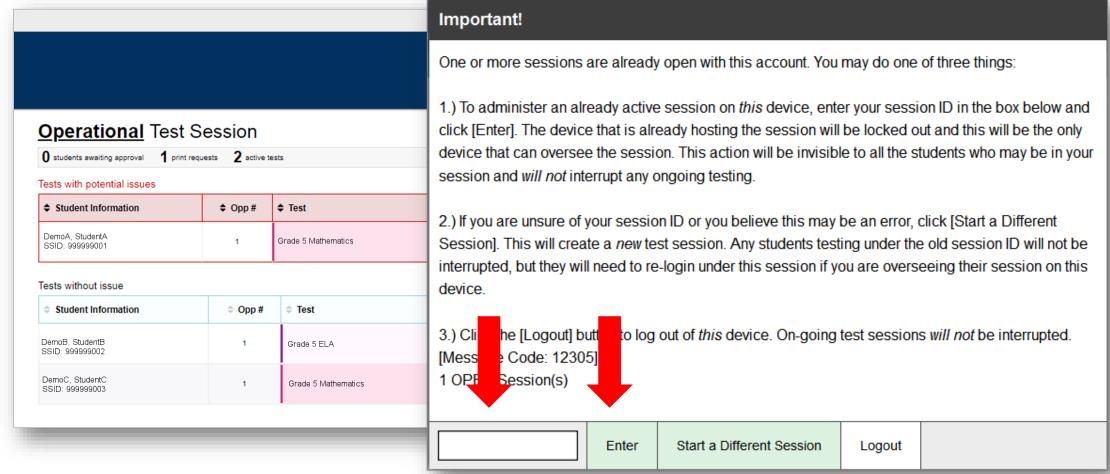


Test Submission



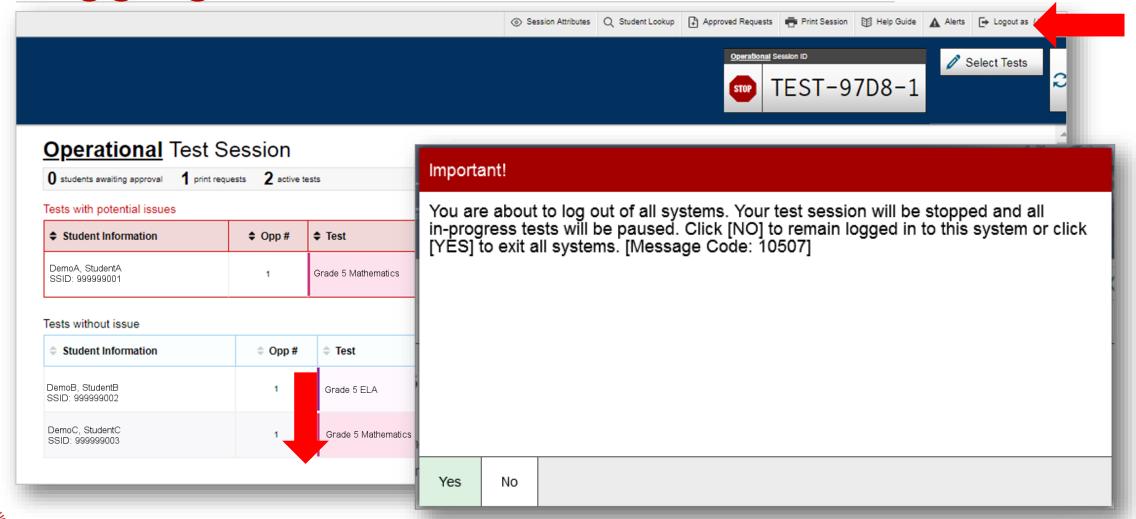


TA: Transferring Sessions





Logging Out of the TA Interface



Troubleshooting

Description	What to Do
What should I do if a test session ends?	Log in and start a new session. Provide the students with a new session ID.
What should I do if a student gets logged out of a test while a session is still active?	If a student's test session is interrupted, the student should log back in and rejoin the session.
What should I do if forbidden applications are running?	The Secure Browser will not allow the student to begin testing if forbidden applications are running. You will see messages advising you which applications must be closed before testing can begin.
What should I do if a student's test freezes?	Force-quit the secure browser and log back in. For instructions, refer to the <i>Test Administration Manual</i> .



Thank You!

Further Information

Montana Comprehensive Assessment Program Portal

http://mt.portal.airast.org

Montana Comprehensive Assessment Program Help Desk

mthelpdesk@air.org

1.877.365.7915

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